Approved For Release 2001/07/12: CIA-RDF78-643-4A000100080006-6 OFFICE OF TRAINING

Operations School Headquarters Training

RECORDS OFFICERS COURSE (ROC)

2 - 4 October 1961

OBJECTIVES

- 1. To give an appreciation of the Agency's CS mission.
- 2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- To emphasize the importance of records and proper records management in the successful performance of the stated mission.
- 4. To increase awareness of the inter-relationships between the CS mission and records; to sharpen judgment in the handling and disposition of records; and to improve performance of records officers.

Room 118 - Bldg. 25X1A6d
Chief Instructor

25X1A9a

Extension 3852

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Monday, 2 Oct	ober 1961	25X1A9a
0830 - 0900	Administration	
0900 - 0950	Records Management Functions	
1000 - 1200	Introduction to Creation and Processing of CS Records	
	A. Opening, amending and closing of project files	
	B. Modification of and changes on index cards	
	C. Processing of sensitive materials	
1300 - 1450	Introduction to Maintenance and Disposition of CS Records	
	A. Opening, amending, closing and consolidation of 201 dossiers	
	B. Destruction of index cards, documents and entire files	
1500 - 1550	Seminar	
1600 - 1700	Study Period 25X1A	Records Instructions and Notices

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Tuesday,	3	October	1961
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0830 - 0900	Study Period
0900 - 1050	Inter-relationship between CS Mission and CS Records
1100 - 1200	Study Period
1300 - 1350	Misunderstandings of Destruction Process
1400 - 1550	Critique of Exhibits
1600 - 1700	Presentation and Explanation of Destruction Manual

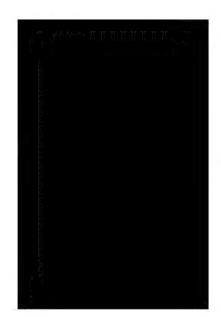
25X1A9a Exhibits



25X1A

Wednesday, 4 October 1961

0830 - 0900	Study Period
0900 - 1000	The Impact of Current Procedures on Future Records System
1010 - 1200	Panel Discussion



1300 - 1500 Course Critique and Administration